



Child Nutrition Programs Request for Proposal

School District/Public Entity: Place School District/Public Entity Name Here

Solicitation Number: Place Solicitation Number Here

Solicitation Due Date/Time: Place Solicitation due Date and Time Here

Submittal Location: Place address Solicitations are to be mailed here

Pre-Offer Conference Date/Time: Place Pre-Offer Conference Date/Time here

Pre-Offer Conference Location: Place address of Pre-Offer Conference

Description of Procurement: Place Description of why this RFP is being prepared

Be sure to fill in all colored items throughout the RFP prototype.

In accordance with A.R.S. § 41-2534, competitive sealed proposals for the materials or services specified will be received by the **<Insert School District/public entity Name Here>** at the above specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each Offeror will be publicly read.

Offers must be in the actual possession of the **<Insert School District/public entity Name Here>** on or prior to the time and date, and at the submittal location indicated above. **Late offers will not be considered.**

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

Person with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the Solicitation Contact Person or Procurement Officer.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Procurement Officer

Telephone Number

Date

- 1) **Attend mandatory contracting with Food Service Management Company (FSMC) Training**
- 2) **Uniform Instructions to Offerors**
 - a. Definitions: Remove any that do not apply
 - b. 2.B: Solicitation contact person – a person that will be the only individual that the FSMC will contact throughout the procurement process
 - c. Decide if School District/Public entity will be holding a Pre-Conference Meeting
- 3) **Uniform Terms and conditions**
 - a. Definitions: Remove any that do not apply
 - b. Along with School District/Public entity legal team make decisions on the Indemnification Clause.
- 4) **Special Terms and Conditions**
 - a. Along with School District/Public entity business department make decisions on the Liability Insurance needed for the food service program.
 - b. Decide the evaluation criteria for the solicitation.
 - c. Along with School District/Public entity business department make decisions on bid bonds and performance bonds.
- 5) **Scope of Work**
 - a. Add School District/Public entity name in definitions
 - b. Modify the goals and objectives to match those of the School District/public entities food service program
 - c. Modify the Qualifications of Offerors to match those needed by the School District/public entities food service program
 - d. Remove any programs that the School District/public entity does not participate in. Be aware that if you plan to operate any of the programs in the future then include them now to avoid any problems in adding them later
 - e. Along with necessary personnel School District/public entities must calculate the meal equivalency factor. Place this factor in the RFP in the designated location
 - f. Along with necessary personnel School District/public entity must decide which type of FSMC Contract – Fixed or Cost-Reimbursable
 - g. Modify the Contract section to meets the needs of the School District/public entities
 - h. Place the pervious years meal price – information can be obtained on Annual Financial Report (AFR)
 - i. Place food service income – information can be obtained on the AFR
 - j. Modify the Student Population Served to match the figures from the previous year AFR
 - k. Along with all necessary personnel School District/public entity decide number of years of experience the food service director must have.
 - l. Modify the District Responsibilities to meet the needs of the School District/public entity – please note that many of these paragraphs are required checklist items and may not be removed
 - m. Modify the FSMC Responsibilities to match the needs of the School District/public entity – please note that many of these paragraphs are required checklist items and may not be removed
 - n. Modify the Personnel section to meet the needs of the School District/public entity. Please note that some of these paragraphs are required checklist items and may not be removed
 - o. Modify the Free and Reduced Meal section to meet the needs of the School District/public entity
 - p. Modify the Purchase Specifications section to meet the needs of the School District/public entity
 - q. Modify the Menus section to meet the needs of the School District/public entity. Please note that some of these paragraphs are required checklist items and may not be removed
 - r. Modify the Federally Donated Commodities section to meet the needs of the School District/public entity. Please note that many of these paragraphs are required checklist items and may not be removed.
 - s. Modify the Procurement, Storage, and Inventory of Food section to meet the needs of the School District/public entity.
 - t. Modify the Communications and Meeting section to meet the needs of the School district/public entity.

- u. Modify the Nutrition Education section to meet the needs of the School District/public entity.
 - v. Modify the License, Fees and Taxes section to meet the needs of the School District/public entity.
 - w. Modify the Income section to meet the needs of the School District/public entity.
 - x. Modify the Special and General Conditions section to meet the needs of the School District/public entity.
 - y. Modify the Rental of Facilities for Community use to meet the needs of the School District/public entity.
 - z. Modify the Subcontracts section to meet the needs of the School District/public entity.
 - aa. Modify the Proposed Personnel Schedule section to meet the needs of the School District/public entity.
 - bb. Modify the Accurate Books and Records to meet the needs of the School District/public entity.
- 6) **Special Instructions to Offerors**
- a. Along with necessary personnel make financial decisions about what will be the cost responsibility of the FSMC and the LEA (Appendix A).

COST RESPONSIBILITY DETAIL SHEET *(modify or delete if N/A)*

The LEA has deemed the following cost responsibility schedule to be a necessary part of this bid specification as an indicator of who will bear ultimate responsibility for the cost. Costs that are not provided for under the standard contract terms and conditions, but are necessary for the effective on-site operation of the food service program and are directly incurred for the LEA's operation, must be assigned by the LEA and included in the IFB/RFP. The column selected by the LEA for each expense represents whether the LEA or FSMC is **ULTIMATELY** responsible for that cost.

DESCRIPTION	FSMC	LEA	N/A*
FOOD:			
Food Purchases			
Commodity Processing Charges			
Processing and Payment of Invoices			
LABOR			
FSMC EMPLOYEES:			
Salaries/Wages			
Fringe Benefits and Insurance			
Retirement			
Payroll Taxes			
Worker's Compensation			
Unemployment Compensation			
LEA EMPLOYEES:			
Salaries/Wages			
Fringe Benefits and Insurance			
Retirement			
Payroll Taxes			
Worker's Compensation			
Unemployment Compensation			

The items listed below with two asterisks (**) are direct cost items that may or may not apply to the LEA. At the local discretion, based upon actual practice and need, the LEA should assign cost responsibility for those items applicable to its operation or designate them as not applicable.

DESCRIPTION	FSMC	LEA	N/A*
OTHER EXPENSES:			
**Paper/Disposable Supplies			
Cleaning/Janitorial Supplies			
**Tickets/Tokens			
China/Silverware/Glassware:			
Initial Inventory			
Replacement During Operation			
Telephone			
Local			
Long Distance			
Uniforms			
**Linens			
Laundry			
Trash Removal			
From Kitchen			
From Dining Area			
From Premises			
Pest Control			
Equipment Repair			
**Car/Truck Rental (Include Explanation in RFP)			
**Vehicle Maintenance			
**Courier Services (i.e., Bank Deposits, School Deliveries)			

*Not Applicable

DESCRIPTION	FSMC	LEA	N/A*
**Storage Costs:			
Food			
Supplies			
**Office Supplies			
**Printing			
**Promotional Materials			
**Cellular Phones			
**Mileage			
**Lodging			
**Per Diem			
**Taxes			
Sales			
Other			
OTHER: (Add other expenses charged to food service. Overhead expenses incurred by the FSMC cannot be included.)			

*Not Applicable